

Instructions for Applying to the Westbrook Foundation's Messerschmidt Scholarship for Post-Secondary School Students

Introduction

The Westbrook Foundation offers the Messerschmidt Scholarship for residents of Westbrook, Connecticut, who have graduated from high school and are planning to enroll or are currently enrolled as full- or part-time students in accredited two- or four-year colleges/universities and trade schools. The Foundation gives out multiple awards annually under the Messerschmidt Scholarship name. Amounts are determined on a case-by-case basis and are dependent on available funds.

I. Eligibility Guidelines

The following basic requirements must be met in order to be eligible for the Messerschmidt Scholarship:

- 1) The applicant must maintain a domicile in Westbrook, Connecticut.
- 2) The applicant must be a high school graduate who is applying to or is currently enrolled in an accredited two- or four-year college/university or trade school to pursue a degree or certification that will advance his or her career.
- 3) The applicant must have a GPA of 2.7 or higher, both for the last semester of school attended and cumulatively.
- 4) The applicant must demonstrate academic achievement and/or have a record of successful work experience.
- 5) The applicant must demonstrate financial need.*

* If the candidate is eligible for partial reimbursement from his or her employer or another source, then assistance may still be awarded provided that the necessary information is included. Candidates who are eligible for full reimbursement from any source under any circumstances will not be eligible.

II. Requirements to Maintain Scholarship and Other Rules

While successful applicants will be notified of scholarship awards in May 2020, they will not receive the awards until January 2021. At that time, the Foundation will review the recipient's official transcript from the recently completed first semester, and the student must meet the following requirements and adhere to the following rules in order to continue to be eligible to receive the promised award:

- 1) The scholarship recipient must notify the Westbrook Foundation, in writing, immediately if his or her intended course of study varies in nature from that indicated on the application.
- 2) The scholarship recipient must maintain his or her enrollment at an accredited two- to four-year college/university or trade school.
- 3) Scholarship recipient must maintain a cumulative and semester GPA of 2.7 or

higher, which must be confirmed by an official transcript. Recipient must request that transcripts be sent to the Foundation immediately following the completion of the first semester of academic year 2020-2021.

- 4) If the scholarship recipient receives an award due to demonstrated financial need, he or she must continue to demonstrate that need.
- 5) The scholarship recipient must continue to maintain a domicile in Westbrook, Connecticut.

Scholarships are not automatically renewed each year. Recipients who wish to receive another scholarship will need to reapply; applications for the 2021 scholarship cycle will be available in February 2021 at www.westbrookfoundation.org/scholarships.

III. Items Application Must Include

The following items must be **postmarked by noon on Friday, April 3, 2020**, and mailed to The Westbrook Foundation, Inc.; P.O. Box 528; Westbrook, CT 06498. The scholarship application form and the résumé template are available for download at www.westbrookfoundation.org/scholarships.

- 1) The completed scholarship application form (in Word). The text boxes will automatically expand to accommodate applicant information.
- 2) Résumé (using template provided by Westbrook Foundation).
- 3) A 200- to 300-word essay that describes the applicant's background and details how pursuing post-secondary education will help to advance his or her career.
- 4) Official transcript from most recent school attended. Applicants must arrange to have this mailed to the Westbrook Foundation in time to meet the April 3 postmark deadline.
- 5) Official SAT or ACT score report (for those planning to enroll in college for the first time).
- 6) Financial Aid Form of the College Scholarship Service of the College Board.
- 7) Two letters of recommendation are required. The letters should be written by individuals who can speak to the applicant's ability to successfully complete his or her desired course of study. The applicant should arrange to have the two letters mailed directly to the Foundation by the writers, in time to meet the April 3 postmark deadline.
- Signed affidavit notarized by a Notary Public. All application materials (except for the official transcript and letters of recommendation, which are to be mailed separately and directly to the Foundation) must be completed at the time of notarization. **NOTE: Notarization will not be required in 2020 due to COVID-19**
- 8) Two mailing labels, typed and printed, that the Westbrook Foundation will use to inform applicants of scholarship decisions and to send scholarship checks. The first mailing label should include the address at which the applicant will be on or about May 1, 2020; this will be for the decision letter. The second label should include the address where the applicant will be on or about January 1, 2021; this will be for the scholarship check, if applicable.

IV. Notification of Awards and Response Due from Successful Applicants

The Westbrook Foundation will notify applicants of its decisions during the month of May 2020. The scholarship recipient must respond, in writing, to the Westbrook

Foundation by Monday, June 8, 2020, whether he or she will accept or decline the award. If the Foundation does not receive a written response, the scholarship may be given to another worthy applicant.